

## Shutesbury Emergency Management Team Meeting Minutes

**Monday June 17, 2019 at the Shutesbury Fire Station, 42 Leverett Road**

**Members Present:** Emergency Management Director (EMD) Walter Tibbetts, Deputy Emergency Management Director (Dep. EMD) and Police Chief Dan Fernandes, Assistant Emergency Management Director (Asst. EMD) Mark Foster, and Team Secretary Leslie Bracebridge, recording.

Meeting called to order at 6:35 PM by EMD Tibbetts.

1. The **minutes of the May 20, 2019 meeting** were reviewed, and approved as written. April 2019 minutes will be approved at the next meeting.
2. Unfinished Business:
  - a. Follow-up on CodeRed – EMD Tibbetts:
    - i. The contract is at Town Hall awaiting Select Board signatures. Timing is critical to get the new system up and running by July 1.
    - ii. EMD Tibbetts will download the information that CodeRed will use to set-up Shutesbury for reverse 911 messaging, as soon as the contract is signed.
    - iii. In addition to the usual changes that happen each fall, and that are associated with moving in and out of town and the start-up of school, there will be even more changes in the coming year as people get broadband and change and delete their phone numbers and contact information.
  - b. Status of Lake Wyola Dam Inspection Report – EMD Tibbetts: Consultant Morris Root told EMD Tibbetts that the inspection report is “coming along.”
  - c. Status of Repairs to Dam – EMD Tibbetts:
    - i. We have a written cost proposal for repairs to the Lake Wyola Dam sluiceway from CLH & Son of Auburn ME: \$5000.
    - ii. To meet purchasing statutes Consultant Root will contact at least 2 more companies for comparison estimates.
    - iii. Lake Wyola Dam Consulting Engineer Root will write-up a scope of work for use in permitting by the Conservation Commission.
    - iv. Timing of repairs to the sluice and the spillway:
      1. Repairs to the sluice need a dry environment, meaning the spillway will be wet.
      2. The spillway will need to be dry for its repairs, which means the sluice will be in use.
      3. Both repairs need to happen before it is too cold.
      4. Timing concerns may be different if the water is carried over the dam in a third manner when the Locks Pond Road culvert is being replaced.
  - d. McAvoy Pond Dam E.A.P. (Emergency Action Plan) – EMD Tibbetts:
    - i. A copy of the EAP has been sent to the Department of Conservation and Recreation, Office of Dam Safety.
    - ii. A copy was also sent to EMD Tibbetts with a modification, made in response to his comments sent back to a previous draft concerning the impact of a dam failure on Lake Wyola: The words “with no effect” were removed from the text.
      1. Houses in the Merrill Drive area are in the inundation wave.
      2. MEMA may have comments.
    - iii. The McAvoy Pond Dam EAP will not be incorporated into the Lake Wyola EAP at this time.
  - e. Lake Wyola Dam EAP Updates – EMD Tibbetts:
    - i. A total of 6 pages were modified with updates to the Lake Wyola Dam EAP; mostly personnel contact information in the lists, flow charts and record holders.

- ii. EMD Tibbetts will personally deliver the new pages to the record holders of the EAP books, and get new receipt signatures, to ensure that all books are properly updated and are available to the intended holders.
- f. Acquisition of an AED for Town Hall/CPR Training – EMD Tibbetts:
  - i. Deputy EMD Fernandes will pick up 2 donated AED’s from the town of Westhampton soon.
  - ii. There will be a recertification CPR training on Thursday for First Responders. While others may attend to gain knowledge, because it is a recertification class, only participants already holding certificates will receive renewed certificates.
- g. Other unfinished Business – None.
- 3. New Business:
  - a. Recent Training by Fire Department Personnel – EMD Tibbetts:
    - i. EMD Tibbetts took a 3-day “Officer Down Rescue Instructor Training” so that he can now teach the course to local officers. Of the 22 present, EMD Tibbetts was 1 of 6 non-police participants.
    - ii. This training should also cover for “Rescue Task Force” operations. The training meets NFPA 3000 standards. The insurance company’s written response to having this standard of training is very positive.
- 4. Reports of Boards and Committees: None.
- 5. Business not reasonable anticipated 48 hours prior to the meeting: None.
- 6. Next Meeting Date: Monday, July 15, 2019 at 6:30 PM at the Fire Station, 42 Leverett RD.
- 7. Voted to adjourn at: 7:20 PM.

Respectfully submitted,

Leslie Bracebridge, Secretary

List of Documents used at the Meeting:

- 1. Emergency Management Team Meeting agenda for June 17, 2019.
- 2. Draft minutes of the May 20, 2019 meeting.